The recommended browser is Google Chrome.

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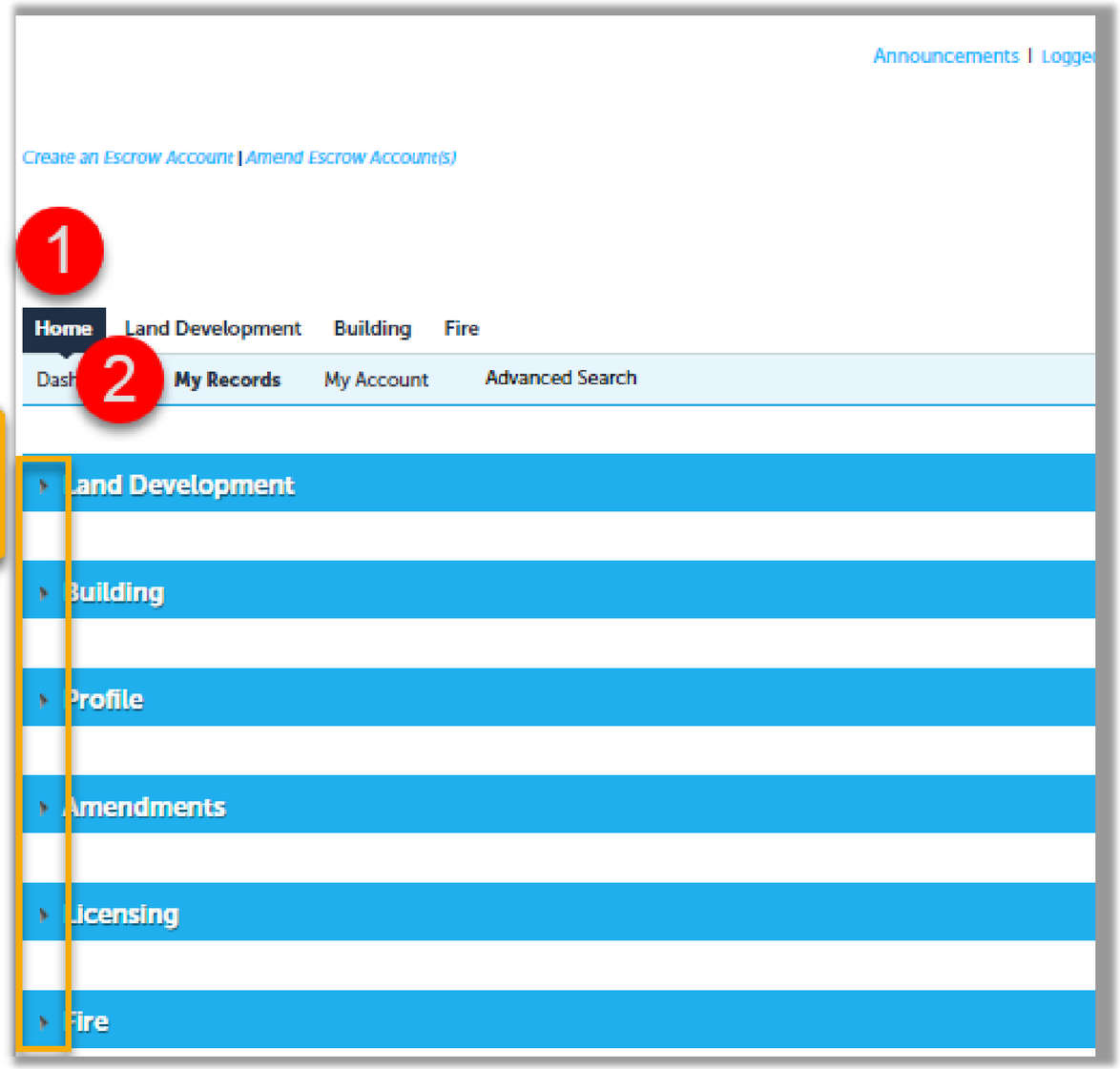
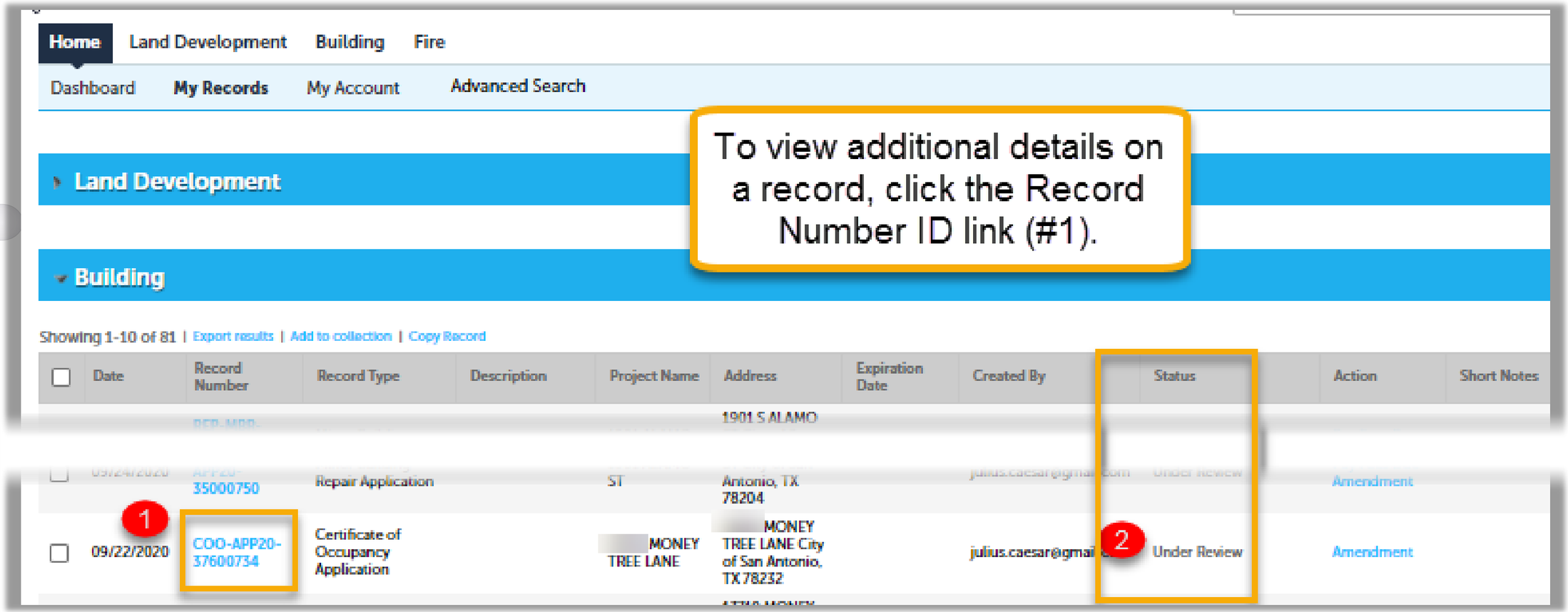
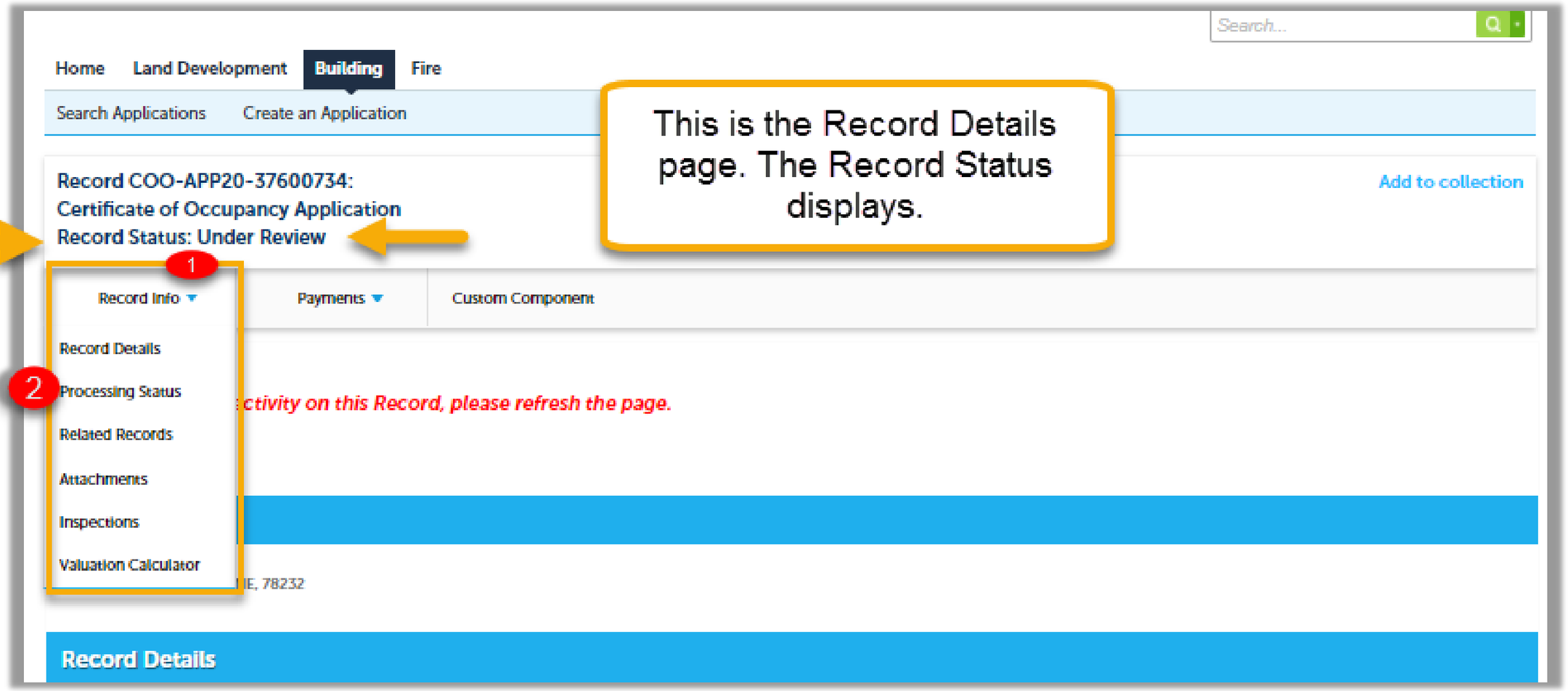
Select a category by clicking the arrow to its left to expand it and view your records in the category.



Login. Click the Home tab (#1). Click My Records (#2). Click the arrow to the left of the category you wish to search.

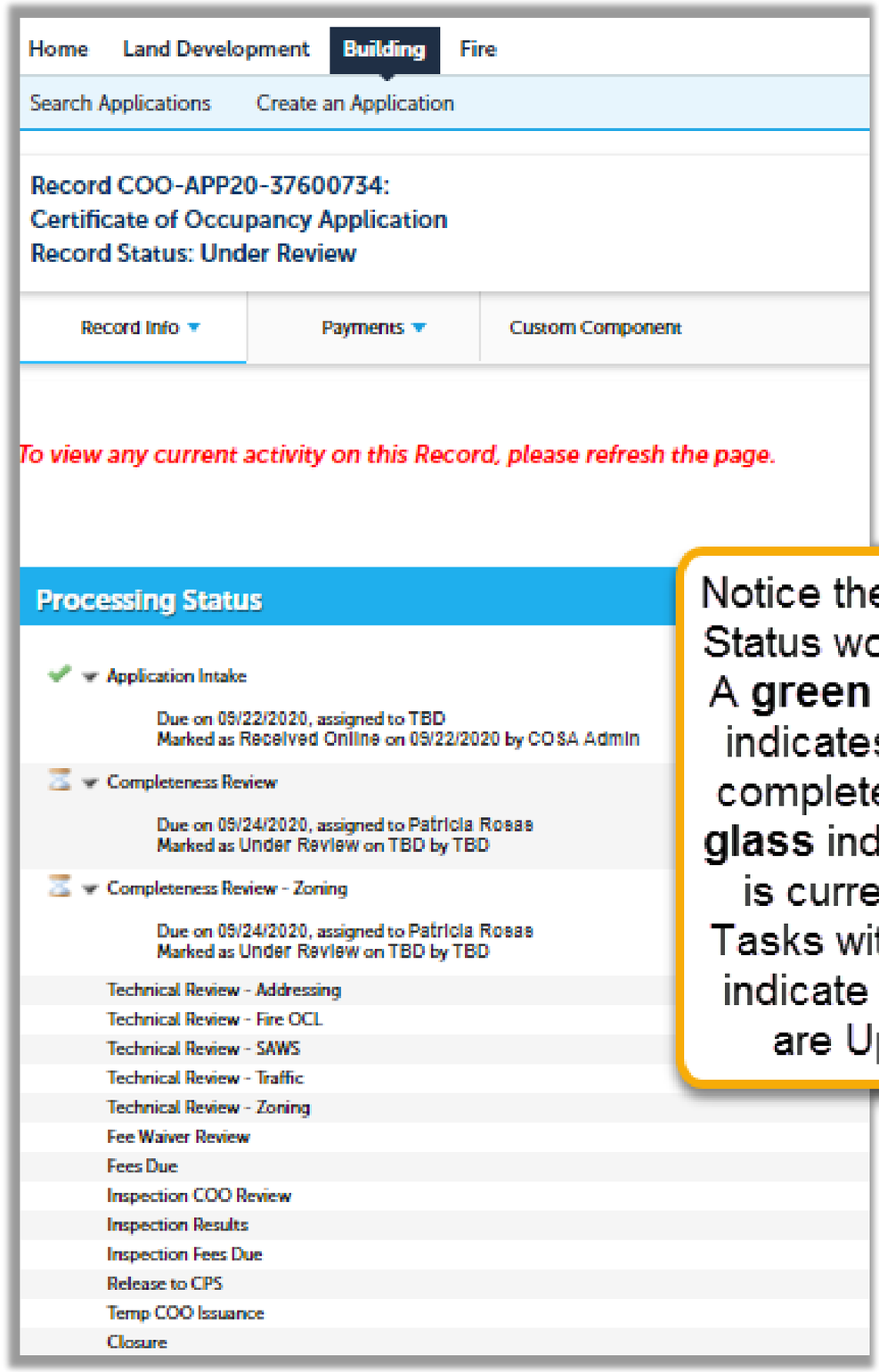


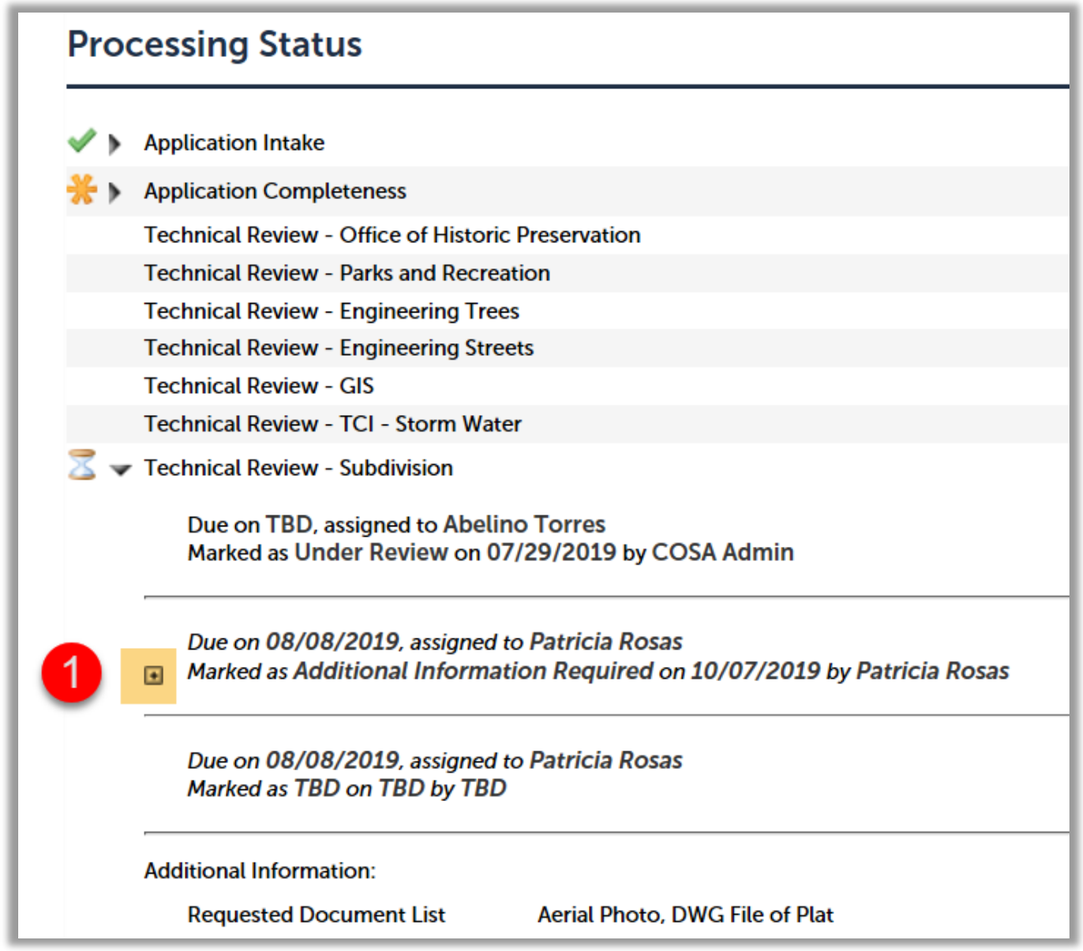
After the category expands, locate your record. Scroll to the far right to view status (#2). Or, click the Record Number ID to view the Record Details page and see additional information.

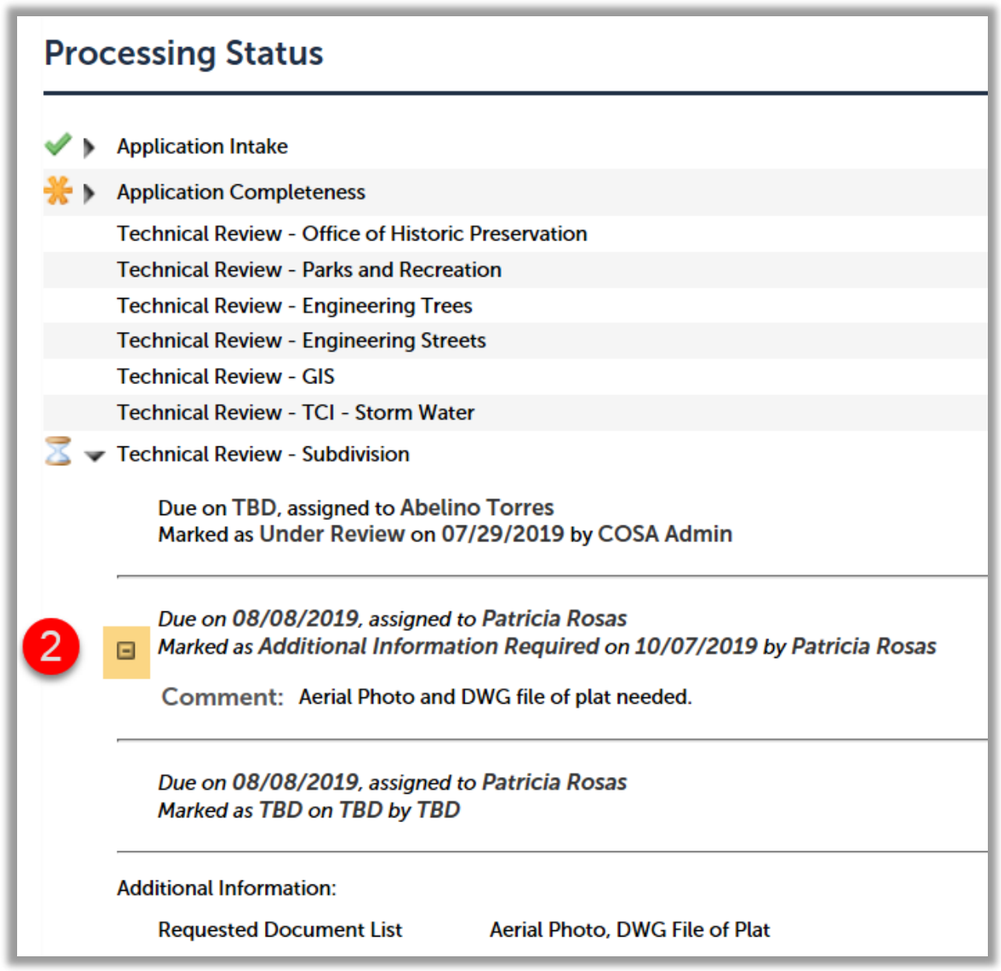


The Record Details page displays. The Record Status is displayed at the top of the page (shown). To view more detailed status information, click the Record Info drop-down menu arrow (#1). Click Processing Status (#2).

Processing status for the Record displays. Tasks are either completed (green check mark), in progress (hour glass) or upcoming (no icon). A gold star indicates it was the last task viewed.







If a task has a + (#1), click the + to expand and view comment (#2). For *Additional Information Required* record status, the reviewer's comments display here (an email is also generated to the applicant with reviewer's comments.)

With questions about the current status of a Record, please contact the Development Services Department Customer Call Center (210) 207-1111, M-F, 7:45am to 4:30pm or email Call Center.

This concludes Finding Record Status.

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